



## TOWN OF SURFSIDE GENERAL SERVICE WORKER

DEPARTMENT: GENERAL SERVICES

NON-EXEMPT

### GENERAL DESCRIPTION:

Routine manual work in the cleaning and upkeep of the Town Hall complex and other various Town Buildings. Provides general service work to the Town Hall Building/Staff. Work is performed under general supervision.

### ESSENTIAL JOB FUNCTIONS:

1. Empties trash cans. Keeps grounds clean of trash.
2. Sets up and breaks down rooms for activities and/or meetings.
3. Sets out refreshments for activities and/or meetings.
4. Assists with complaint responses from residents. Cleans restrooms.
5. Sweeps, mops, buffs, and waxes floors. Vacuums offices and floors.
6. Performs minor unskilled maintenance work. Changes light bulbs.
7. Moves furniture and dusts.
8. Picks up and maintains cleaning supplies.
9. Stamps mail, delivers and picks up mail and other materials.
10. Sweeps and washes outside walkways.
11. Purchases cleaning supplies, food, etc.
12. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### MINIMUM QUALIFICATIONS:

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of cleaning fluids and chemicals.
- Ability to prioritize tasks at hand.
- Ability to perform manual labor.
- Ability to perform work under limited supervision.
- Ability to work alone.
- Skill in using simple hand tools.

**EDUCATION AND EXPERIENCE:**

High School graduation or possession of an acceptable equivalency diploma. Three (3) years custodial/general service experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Moderate (15 to 44 pounds) lifting and carrying.
- Acceptable vision (with or without correction).
- Pulling, pushing, balancing.
- Walking, standing, kneeling, bending, stooping.

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside with: chemicals, solvents, oils, and moving objects.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: NEW 4/10/12

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:



Town Manager's Signature: \_\_\_\_\_